



Job Title:	Data Specialist	Job Code/ Req#:	20-53
Department/Group:	Community Partnerships	Pay Range:	\$14.26-\$20.02
Reports to:	Community Partnerships Director	Position Type:	Full Time
Job Category:	Non Exempt - Hourly	Date Created/Revised:	
Filled by:	Vacant	Filled on:	

JOB DESCRIPTION

Reporting to the Director of Community Partnerships and in alignment with agency adopted mission and core values, this role is responsible for data gathering and reporting. Focus will be on training and adoption of optimal data gathering using specified agency software.

KEY TASKS

- Acquires and maintains an understanding of data sources and assists with collection, reporting and analysis of data
- Designs and publishes requested surveys and forms using best practices
- Produces and designs data reports using identified criteria and software
- Trains agency staff and partners on data collection best practices
- Various data projects, as assigned

GENERAL RESPONSIBILITIES

- Gives full attention to what others are saying
- Takes time to understand the points being made
- Asks questions as appropriate
- Speaks to others to convey information effectively
- Looks for ways to help people
- Understands written sentences and paragraphs in work related documents
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Understands the implications of new information for both current and future problem-solving and decision-making
- Monitors/Assesses performance of self, other individuals, or organizations to make improvements or take corrective action
- Is aware of others' reactions and seeks to understand reactions
- Practices good time management while respecting others' time

EXPECTATIONS

- is honest, ethical and transparent
- maintains confidentiality of entrusted information
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- has reliable transportation
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
 - Assumes Positive Intent
 - Is (Be) Effective
 - Chooses Responsibility
 - Delivers Excellent Customer Service
 - Embraces Fun
 - Finds the Solution that Best Helps the Child

SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Performs most tasks with limited supervision
- Independence/Expertise- Uses independent thought for deviation from guidelines
- Service/Initiative - Occasional implementation of programs and procedures
- Supervision - Not developed in this set
- Agency Growth - Not developed in this set

KEY SKILLS

- Excellent Microsoft Office skills
- Strong technological skills
- Knowledge of data compilation
- Knowledge of cloud-based survey collection tool(s)
- Excellent communication skills, especially written
- Strong organization skills
- Critical thinking skills

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's degree in a field related to business from an accredited institution
- One (1) year experience with data collection
- One (1) year experience with survey design

OTHER

- Travel: Local, Out of County, Out of State
- Telecommute Eligible: Yes
- Leave Requirement: None

PHYSICAL REQUIREMENTS

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

WORK ENVIRONMENT

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel

Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.

Employee Signature:		Date:	
Supervisor Signature:		Date:	